

# TALBOT PRIMARY SCHOOL

## LEAVE POLICY

### Rationale:

- The school principal has the responsibility for managing all staff leave and leave requests, as well as ensuring the smooth and efficient operation of the school.

### Aims:

- To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the daily organisation and administration of the school.
- To ensure discretionary leave is granted on a fair, reasonable and equitable basis.

### Implementation:

- Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the principal (eg: Bereavement Leave).
- Leave may be paid or unpaid.
- Applications for leave must be submitted through edupay.
- The principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through verbal/written requests as appropriate to the principal.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning
- Applications for Long Service Leave must be in writing and should be received by the principal at least 2 full terms in advance.
- Staff taking sick leave will notify the Principal as early as practicable.
- The Principal will make provision for replacement staff
- In determining whether leave may be granted, the Principal will consider:
  - whether leave is discretionary or mandatory.
  - the impact the granting of the leave will have the operations of the school.
  - the entitlement of the staff member to the leave for which they have applied.
  - order of leave applications.
  - availability of replacement staff.
  - previous leave record.

**Evaluation:**

- This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in....	2014
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*Principal's signature:* \_\_\_\_\_

*School Council President's signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

Reference: SOTF Reference Guide: 6.9 – Leave

[http://www.education.vic.gov.au/hrweb/employcond/Pages/default\\_leave.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx)